

PART	CHAPTER	PAGE	DATE
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RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA MUNICIPALITIES

Function:

Administrator/Manager, Municipal

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Activity reports submitted by municipal agencies: a. Weekly, monthly or quarterly submissions b. Annual reports		-	-	1	After fiscal year received
			-	-	10	After fiscal year received
2	Special project files <i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with the State History and Archives Division (602-542-4159)</i>		-	-	5	After completion of project
3	Citizen complaint files		-	-	3	After file closed
Supersedes Schedule Dated: September 15, 2001						

Approved by:

X *Gladys Ann Mills*

Director, Arizona State Library, Archives and Public Records

Approval Date:

OCT 10 2001